



## INSTRUCTIONS

1. AGENCY NUMBER. Available for use by requesting military department and DSA.

2. Indicate department, activity, bureau or major command, etc., requesting facility with mail address.

3. Identify the facility required for mobilization, giving address by state, county, and city. If applicable, give the street address.

4. Describe the facility, e.g., modern 10-story office building, nine floors of office space, first floor cafeteria, barber shop and retail stores; or resident junior college, dormitories for 300 boys, plus quarters for 30 faculty members, riding hall, boat house, chapel, and two school buildings. Identify specific facility(ies) required and facilities in the same complex *NOT* required. Indicate the current civilian use of this facility, e.g., office building or private junior college.

5. Insert the applicable data to indicate the existing shelter program development at the facility.

6. Indicate the capacity for DoD use, e.g., 50,000 square feet usable office space plus 3,000 square feet space available for recruiting or induction station, or 900 man individual specialist training school for resident military personnel.

7. Indicate the intended use of this facility desired by the requesting department, e.g., headquarters - naval district or school for interpretation of aerial photographs. Give succinct statement of reasons why facilities must be provided, to include why facility cannot be provided in existing military installations. Further indicate what steps, if any, have been taken to coordinate proposed use of a facility with other departments and generally provide facts to show how the requested facility capability is in balance with approved requirements. The Justification should include the following statement: The vulnerability of the proposed location has been noted and the risk is acceptable for the intended use.

8, 9, 10, 11. Self-explanatory.

12. SUSPENSE DATE. Thirty days after transmittal to OEP (Item 11).

13. ALLOCATED. Enter signature, title, and date of either (1) RDOEP, or (2) PRLR.

14. ALLOCATION NUMBER. Available for use of OEP (control, ease of reference, etc.)

15. Submit forms to the ARLR in original and five copies unless otherwise requested.

NOTE: (1) When more than one existing facility is considered satisfactory for a proposed military usage, submit DD Form 26-2 for each such existing facility, appropriately cross-referenced. Indicate relative desirability of each facility under Item 7, "Proposed Military Usage and Justification".

(2) In Item 7, briefly estimate the nature and extent of repairs and alterations required in the event of mobilization occupancy, including a preliminary cost estimate.

### 16. DISTRIBUTION OF ALLOCATION.

(1) Retain copy, OEP Records: original and four copies to PRLR.

(1) Retain one copy for PRLR/ARLR records.

(4) ARLR will make distribution in accordance with command instructions.